

Quarterly review

Finance

Q2 - 2015/16

Approximate team size during this quarter: ... 5.5

Time spent: strengthen 35%, focus 60%, experiment 5%

Q2 - Finance

Objective: Implement Purchase Order



Objective	Measure of success	Status
<p>Implement purchase order system to be utilized by departments and teams to make purchases.</p> <p><i>Team members involved: 3</i></p>	<p>100% of all purchases are processed via the purchase order system.</p>	<p>Project was not started due to the departure of both the CFA and COO. Also, this is put on hold until we hire a Purchasing Specialist and finalize a purchase order workflow/process.</p>

Project will be discussed and reviewed with the new CFO to determine when it's feasible to commence and complete. Commencement date is TBD.

Q2 - Finance

Objective: Annual Planning Process



Objective	Measure of success	Status
<p>Create a master calendar for the Annual Plan process.</p> <p><i>Team members involved: 2</i></p>	<p>A standard and sustainable calendar that can be used for the current annual plan as well as future years.</p>	<p>For the FY 16-17 Annual Plan, a calendar was created to accommodate the FDC and community review and was approved by the C-Level team. Since this is our first year following the FDC timeline, we don't know whether this can be used as a master calendar going forward. However, we will incorporate all lessons learned from this year's process and iterate as necessary.</p>

Q2 - Finance

Objective: Optimizing Concur For Credit Card



Objective	Measure of success	Status
<p>To optimize Concur for our monthly credit card reconciliations</p> <p><i>Team members involved: 4</i></p>	<p>All credit card reconciliations are being completed by the 8th of each month.</p>	<p>A majority of the reconciliations are actually submitted by the 4th business day of the month which is earlier than the 8th. At times, there are late submissions due to unforeseen events (e.g. lost supporting documents or difficulty in obtaining supporting documents from vendors).</p>

Q2 - Finance

Objective: Baseline Integration Process with HRIS and Payroll



Objective	Measure of success	Status
<p>To create a baseline integration process between HRIS/Payroll and Intacct.</p> <p><i>Team members involved: 2</i></p>	<p>Completion of integration process.</p>	<p>We currently have a manual integration process between ADP Payroll and intacct. Since we have not implemented a new HRIS/Payroll platform, we did not commence the work on creating a baseline integration process.</p>